

BUDGET	
Venue hire	
Accommodation	
Meals and refreshments	
TOTAL	

NOTE:

- Should the applicants change the dates or arrangements, a new application must be submitted.
- Submissions with applicants listed in other applications will not be considered.
- The CGS will process the costs.
- Departments will be liable for all payments if they proceed with the writing intervention before authorisation(s) (in the form of an issued PO) from the CGS.
- Applicants are not allowed to apply for funding more than once to complete the same writing project.
- Any Department, School or Faculty that does not submit progress reports may suffer one or both of the following two consequences:
 - Pay a portion of the costs incurred for the writing intervention.
 - Be excluded from future calls for writing intervention.
- Please inform the CGS should there be any issues or problems.